

Counseling Service of Addison County, Inc.
Board of Director's meeting
October 9, 2025 4:30-6:30 pm DRAFT

Board attending: Jon Crystal, President; Suzanne Aldana, VP; Joanne Scott, Treasurer. Members at large: Bill Cunningham, Kathy Dorman; Fred Diedrich (Teams); Marie Lennon (Teams); Gary Margolis; Jubilee McGill; Bryan Plant II (Teams); Marycarol Rossignol; Louise Sandberg. Absent: Adam Aguirre, Secretary; Casey Covey; Herb Olson; David Roberts.

Staff attending: Rachel Lee, Executive Director; Bill Claessens, CFO; Alexa Euler, Director of Operations and Organizational Development; Jenn Staats, Executive Coordinator, recorder.

Jon Crystal called the meeting to order at 4:30pm. Agenda adjustment: add Finance Committee to the committee reports, not as stand-alone item. No public/staff comments.

Approval of Minutes, Sept. 11, 2025: Joanne Scott made the motion to approve the minutes of September 11, 2025. Gary Margolis seconded the motion. The vote to approve the minutes was taken and passed unanimously with one abstention.

Update on Executive Director search: Around 100 people participated in two days of interviews. The Search Committee and Exec. Comm. Board members will forward a resolution to the board with their recommendation for Executive Director and compensation information. A special board meeting will be held soon after.

ED report, Rachel Lee: In addition to the written report, Rachel shared that the agency website is likely to be launched before Rachel departs. DS is now engaged in Payment Reform, a retrospective payment system. There will be a month of non-payment as the two systems cross over. We are financially well poised to handle this transition.

Regarding CCBHC: in ED report, System Change Impact Matrix CCBHC Future Status should read "CSAC becomes a fully certified CCBHC by FY2028" (begins July 1, 2027). DMH has moved the application submission date to early 2026. If accepted, anticipate intense preparation demonstrating that CSAC is "CCBHC ready." Cheryl Huntley drafting Care Coordination agreements. Community Needs Assessment reports will be out at the end of the month.

Addison County's "100+ Women Who Care" invited Rachel to present in late October. A generous donation was received from a Bocce volunteer group.

President's report, Jon Crystal: Committee chairs, check on the status of 2025 committee goals and begin discussions of 2026 goals. Email Jon your ideas about how to welcome our new ED.

Committee Reports

Executive Committee, Jon: Retreat and strategic planning will begin after ED is hired, as well as conversations about bolstering and coordinating future fundraising.

Development Comm., Marie Lennon: Over 100 volunteers helped at Bocce; exceeded fundraising goal.

Compliance and Quality Committee: Have not rescheduled the cancelled September meeting.

LPSC Y&F, Parent/Family Council, Marie, Jon: Did not reconvene in September.

LPSC MHTPL, Gary: Reviewed the 2025 client/consumer satisfaction survey.

LPSC DS/Family Advisory Committee, Bill Cunningham: Group voiced concerns regarding the multiple transitions in DS. A committee member is now on an Act 69 planning committee, re: housing.

Finance Committee, Joanne Scott and Bill Claessens: need to close Catamount Park land purchase by the end of October. Eight weeks of renovation work at 109 Catamount Park begins October 20.

August KPIs are strong, cash is strong. The on-site audit concluded and there appears to be no significant issues. Received another Employee Retention Tax Credit (ERTC) payment which includes compound interest. Prior payments have passed the three-year call back window.

DOOD Report, Alexa Euler: Shared results of the compensation study. Objectives: compare CSAC pay to similar positions at other organizations; review internal equity; review procedures for raises; guide salary spending decisions.

Executive Session

Kathy Dorman made the motion to move to Executive Session to discuss financial details not appropriate for public consumption. Staff members invited to stay. Gary seconded the motion; the vote was taken and was unanimous. Executive Session commenced at 5:19pm.

Summary: reviewed the August 2025 financial statements. Two resolutions were put forward and accepted:

1. Kathy Dorman made a motion and Gary seconded the motion to accept a Board resolution concerning CSAC Management recommendation for additional salary and fringe in addition to approved FY 2026 budget: *“Be it resolved: the Board authorizes an increase in FY 2026 budgeted compensation of approximately \$300,251 (\$271,352 in salary and \$28,899 fringe benefits), which is in addition to the previously approved FY 2026 budget increased compensation of \$343,455 (\$310,398 salary and \$33,057 in fringe benefits). As a result, the FY 2026 budget increase for compensation would reflect a total increase of approximately \$643,706 (\$581,750 for salary and \$61,956 in fringe benefits). The proposed compensation increase will begin October 27, 2025 pay period.”* Discussion. The vote was taken, and the resolution was accepted.

2. Gary made a motion and Joanne seconded the motion to modify the resolution accepted September 2024 to reflect an authorized purchase amount of \$160,000 to \$175,000: *“Be it resolved: The Board authorizes the CFO and/or the Executive Director to take appropriate action in order to purchase Site #2 Catamount Pak land off of Exchange Street in Middlebury VT for an amount not more than \$160,000.”* The increase of up to \$175,000 covers an increase in the price of land if not purchased by the end of October 2025 as well as other costs (e.g., permitting, attorney fees). Discussion. The vote was taken, and the resolution was accepted.

A motion to end Executive Session was made by Gary and seconded by Suzanne Aldana. Executive Session concluded at 6:19pm.

The board meeting concluded at 6:19pm.